

PURCHASE REQUEST AND COMMITMENT For use of this form, see DFAS-IN 37-1; the proponent agency is ASA(FM&C).		1. PURCHASE INSTRUMENT NO.	2. REQUISITION NO.	3. DATE	PAGE OF PAGES
4. TO:		5. THRU:		6. FROM:	
It is requested that the supplies and services enumerated below or on attached list be					
7. PURCHASED FOR		8. DELIVERED TO			9. NOT LATER THAN (Date)
The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore, local procurement is necessary for the following reason: <i>(Check appropriate box and complete item.)</i>				10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION	11. TELEPHONE NUMBER
<input type="checkbox"/>	12. LOCAL PURCHASES AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING BY	<input type="checkbox"/>	13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY	FUND CERTIFICATION The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.	
EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM					
14. ITEM	15. DESCRIPTION OF SUPPLY OR SERVICES	16. QUANTITY	17. UNIT	18. ESTIMATED	
				UNIT PRICE <i>a</i>	TOTAL COST <i>b</i>
25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE				20. TYPED NAME AND TITLE OF CERTIFYING OFFICER 21. SIGNATURE 22. DATE 23. DISCOUNT TERMS 24. PURCHASE ORDER NUMBER 26. DELIVERY REQUIREMENTS ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOODS OR SERVICES YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, NUMBER OF DAYS REQUIRED _____	
27. TYPED NAME AND GRADE OF INITIATING OFFICER	28. SIGNATURE			29. DATE	34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE 35. SIGNATURE 36. DATE
30. TELEPHONE NUMBER					
31. TYPED NAME AND GRADE OF SUPPLY OFFICER	32. SIGNATURE			33. DATE	

37. OBLIGATION RECORD								38. AMOUNT OF COMMITMENT \$					
DATE	REFERENCE NUMBER	OBLIGATED INCURRED		UNOBLIGATED BALANCE		REMARKS	DATE	REFERENCE NUMBER	OBLIGATED INCURRED		UNOBLIGATED BALANCE		REMARKS

39. PROCUREMENT DATA

BIDDER NO.	Item							DISCOUNT DAYS		BUSINESS		DELIVERY TIME	DESTINATION FOB POINT		
	Qty							10	20	30	NI	Lg	Sm		
	Unit														